

MINUTES

1st December 2010

7:00pm Third Floor Board Room, Sutton Gate
CANCELLED DUE TO SNOW



BOARD OF MANAGEMENT SUTTON HOUSING PARTNERSHIP

The December Board meeting was cancelled due to the severe weather. Papers were dispatched as normal and the following Resolutions/Decision Items were approved via e-mailed responses received from Ryan Drew, Sam Bromige, Findlay Macpherson (Chair), Muhammad Sadiq, Michael Baldwin, Ken Morgan, Mike Davis and Lesley O'Connell.

Decision Item	Response	Notes/Queries/Comments
3 (i) The Future of Social Housing: Approval of the SHP response to the consultation paper is delegated to the Chair and Vice-chair.	Approved	MB: There is so much on this report and we are seeing changes/reviews on policy everyday due to the speed of legislation that I would like to see a draft of our proposals before they are submitted to make any necessary comments. I do appreciate there is only a short time before the report is submitted. KM: I would like to see the answers before it is finalised. AT: AT will send draft of the response to KM and MB as requested.
3 (ii) The Future of Social Housing: To the extent that it is possible, SHP submit a joint response with the Council.	Approved	MB: I would like to see where we differ especially where the Council can make the decision on the length of tenancy for all social housing in Sutton. KM: I would like to see the answers before it is finalised SB: I note that there will be opportunity to highlight areas of difference in the approach taken by SHP to that of the council and would ask that these areas in particular are highlighted back to the board AT: AT will highlight differences to the board.
4 (i) Fire Safety Report: To note the contents of the report	Noted	
4 (ii) Fire Safety Report: To receive a further report in May 2011 to advise on progress with the common parts inspection programme and the major works emergency lighting project.	Approved	SB: IS there scope for an "exceptions report" from the new Fire Safety inspection program to be brought to the audit and risk committee in the interim? ST: If the fire safety inspection regime reveals any exceptional issues that

		need to be brought to the attention of the Audit and Risk Committee, John Gallagher in his lead officer role fire safety will provide a report.
5 (i) Procurement of Grounds Maintenance Contract: Award the SHP's Grounds Maintenance contract to the preferred contractor A, Glendale Services Ltd.	Approved	<p>KM: Are we sure that the current tender price will not exceed at a later date? I also note that the current contractor is already working with SHP. Are there any complaints from the residents regarding this contractor? If so how are we tackling to minimize complaints in future. What system will be put in place that so they will improve their service delivery?</p> <p>DP: Current tender price will not exceed except for provisions for annual uplift to reflect inflation. Complaints have been low with no Stage 2 complaints this year. Our Site Inspection process is managed through a web based database tracking performance and correcting underperformance if it occurs through day to day supervisory dialogue and structured monthly meetings. This established setup has proved effective to date in dealing with performance. Further improvement is coming about through shrub bed renewal and other project work to improve estate design carried out by our mobile Estate Officers in-house.</p> <p>SB: Was any consideration given to environmental sustainability as part of the tender process?</p> <p>DP: Environmental sustainability was considered as part of the evaluation process. Our move to mulching of beds and reducing weedkill operations was one example of the changes we made to contract to reduce environmental impacts in a sustainable way.</p>
5 (ii) Procurement of Grounds Maintenance Contract: Approve a Budget provision of £208,000 for delivery of the core service and some additional provisional services.	Approved	
5 (iii) Procurement of Grounds Maintenance Contract: Approve the additional provisional services (a) cut and collect grass when the final re winter cut is completed and (b) the mulching of an agreed number of shrub beds.	Approved	
5 (iv) Procurement of Grounds Maintenance Contract:	Approved	

Consult St Helier residents in flatted accommodation about a grass and hedge cutting service in communal areas.		
5 (v) Procurement of Grounds Maintenance Contract: The income Manager to consider provisional offer for a garage maintenance service for stand alone garage areas.	Approved	
7 (i) Parking Review – Terms of Reference: The Board approve the terms of reference for the Benhill residents' parking review.	Approved	MB: I do not know if you have someone in mind for the Board Member but I will help if I am required. It is important that there is leaseholder representation.

Any Other Business: Michael Baldwin noted that he would also like to add comments on Item 6, the Fraud Report, where he felt the board should congratulate Susan Holbrook and her team for a very clear report and the excellent achievements. MB hopes we will be able to continue this service and provide it to other housing providers when the funding ceases.

Date of the next meeting: 19th January at 7pm
Venue: 3rd Floor, Sutton Gate

Chair	
Date	